

HCSIS Alert!

Department of
Mental
Retardation

The most current version of the Incident Reporting Form is available on the DMR home page. The version is numbered v.06213. This is the form we will use for the Pilot in the Northeast and throughout the state as of March 7. Any changes that may occur will be made after the pilot period.

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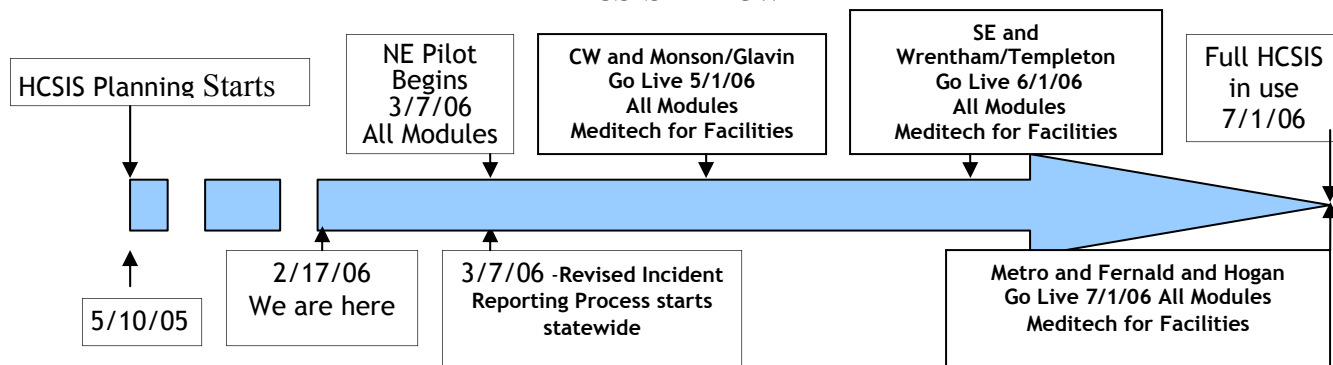
Contact Hans H. Toegel at:
(617) 624-7781 or at:
Hans.H.Toegel@state.ma.us
with questions.

ANNOUNCEMENT: While the most current version of the Incident Report Form is now available on the DMR home page, the guidelines will need to be amended to reflect the change in timing requirements for reporting from one business day for minor incidents to three business days for electronic reporting of minor incidents. There are a few more issues identified that are important to clarify. We will issue a final Pilot Version of guidelines at the end of next week (2/24/06).

This brings up the issue of how will future changes be handled? The DMR Implementation Committee will create an Amendments Page on the DMR website that will contain any vital amendments to the existing guidelines or instructions that we want to share with all using the system. This way only the Amendments page will need to be printed out and appended to the guidelines. We will also make the appropriate changes to the actual guidelines on the web page so that you can be assured that the web site will house the most current information available. An email or notice in the Alert will notify you of any updates that are made.

PROVIDER READINESS: Providers in the Northeast Pilot Region have received and processed their virtual gateway packets and assigned roles to their staff for the electronic go-live in HCSIS. While there were many available opportunities or assistance and questions to be asked, very few questions have been raised and the sign-up process is proceeding smoothly. DMR is beginning to address the user sign-up process for its State operated programs and Area, Regional and Central offices (which needs to be completed by 2/22/06).

HCSIS ARROW



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Forms, materials and other information about HCSIS are available on the DMR web page under Key Initiatives - HCSIS (on the left side of the web page).

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TESTING: We have received some very good feedback from the testing group. All indications are that the computer-based training process is quite simple and easy to follow. The time for entering incident information has been less than initially thought but that is also not a real life scenario. The pilot will be more instructive of this. We will await more information from the testing group.

TRAINING: The training team continues to offer support for HCSIS once it goes live on March 7th in the NE. JoAnn Robichaud and Alberto Barretto will be available to answer questions about the CBT on March 28th. It is important that everyone experience the training environment as is; as a web-based activity. Please complete or attempt to complete this training before attending this question and answer session. Stay tuned for time and place.

Qs AND As: Answers to the first set of questions raised in the Incident Reporting Process trainings have been posted on the DMR web site. We are working on the answers to the second set of questions and to making sure that answers have been posted for those that required further review. We will notify you when they are posted. Some of the issues have lead to amendments to process or changes in the form. We thank you for your thoughtfulness and appreciate your input; it really does matter.

PILOT STRUCTURE: The Northeast Pilot is proceeding at a rapid pace. Connie Lehr is organizing communications and staff responsibilities for the Pilot. It will be a challenge to make sure there is opportunity for all participating in the Pilot to be heard, and to have prompt resolution to any issues and problems. We will have resources available to support providers and staff during the pilot.

SECURITY: DMR has scheduled a session with consultants to redesign the security structure of HCSIS to meet the needs of providers. A group of providers and DMR staff will review the issues and make recommendations for redesign and the beginning of March. While the new security approach will not be ready for the Northeast Roll-out, we will have alternatives in place until a more permanent approach is created.

REMEMBER:

1. Share this Alert! with other people in your organization
2. See or by email at Hans.H.Toegel@state.ma.us